

Institution	Rwanda Green Fund (FONERWA).
Job Title:	Private Sector Climate Finance Investment Analyst
Administrative Unit:	Chief Strategy Office
Job Level and Grade:	2.III
IV:	500
Index:	1890
Report to:	Chief Strategy Officer
Responsible for:	N/A
Functions	Tasks
Managing the development of projects through the investment cycle	<ul style="list-style-type: none"> ▪ Help projects transition “from feasibility to bankability”. ▪ Understanding and explaining to stakeholders the technical aspects of project investments. ▪ Assisting The Fund’s senior management and the Board’s Investment Committee in the analysis and evaluation of new investment opportunities and in negotiations with funding partners. ▪ Preparing relevant documentation on new investments, new projects or other material investment decisions, using financial models to support in decision making. ▪ Managing the transaction processes and coordinating documentation for funding partners. ▪ Preparing and maintaining presentations for internal and external stakeholders, including potential development partners or investors. ▪ Preparing monthly reports to The Fund’s senior management on progress of projects and pipeline development. ▪ Identify and initiate proposals for new facilities or facility modifications in line with the assigned sector(s) of The Fund’s portfolio. ▪ Responsible for the quality and managing portfolio risk of investments. ▪ Undertake Financial Modelling and Analysis. ▪ Preparing internal investment proposal documents, including description of rationale and risks of the proposed investment, for presentation to senior management. ▪ Conduct pre-appraisal analysis for investment proposals. ▪ Collect the required project data and information to enable a detailed appraisal. ▪ Collect M&E data while assessing projects that will facilitate the social-economic impact assessment to be reported to stakeholders (during appraisal). ▪ Pro-actively and timeously identify potential problems and formulate appropriate risk mitigating strategies.
Job Specifications/Profile	
Relevant Qualifications	
A Bachelor’s degree in Finance, Accounting, Economics, Actuarial Sciences, Investment Management, Business Administration or related field, a relevant Master’s Degree, certifications or training are highly preferred .	
Required Experience	
3 years of relevant work experience as an investment analyst at an investment bank, commercial bank, private equity firm or equivalent. Lower experience may be considered with proven exceptional performance closely related to The Fund’s work.	
Required Competencies	

- Experience building and/or managing investment portfolio monitoring systems.
- Familiarity with legal documentation common to debt and equity transactions.
- Demonstrated flexibility and success in rapidly changing environments.
- Demonstrated ability to design, launch, and scale new projects and initiatives
- Financial and management reporting skills.
- Interpersonal skills.
- Analytical skills, attention to detail, ability to work with deadlines and schedules, and strong follow-through capacity.
- Negotiation skills.
- Strong quantitative and analytical competency.